

# **NOTICE**

## **CONSULTANT PREQUALIFICATION**

### **SUBMITTAL TIMES**

Effective January 1, 2004, firms currently prequalified will be required to submit the entire Statement of Experience and Financial Condition every 3<sup>rd</sup> year instead of the current 2 year schedule.

Consultant firms will still be required to submit the Corporate and Financial portion of the Statement of Experience and Financial Condition annually.

Firms are required to report to this office any additions or deletions of licensed professional staff or any other key personnel that would affect the firm's prequalification in a particular category. Notice of changes must be submitted within 15 calendar days of the change.

Firms may also continue to request additional categories of prequalification at any time.

There will be some overlapping of the two year versus three year submittals for the first year.

The following schedule is attached for your use:

Firm Name beginning with:	2004 Submittal	2005 Submittal	2006 Submittal
A through E	Entire SEFC	Corp. & Financial	Corp. & Financial
F through N	Corp. & Financial	Entire SEFC	Corp. & Financial
O through Z	Corp. & Financial	Corp. & Financial	Entire SEFC

The Corporate and Financial Portion of the Statement of Experience and Financial Condition consists of pages 1, 2 and 10 through 20.

## **NOTICE OF INITIAL SCOPING/NEGOTIATION MEETING ATTENDANCE**

Effective January 1, 2004, the Prime Consultant and any sub-consultants the prime consultant will be using are required to attend the initial scoping/negotiation meeting listed in the Professional Transportation Bulletin advertisement.

**NOTICE**  
**Construction and Quality Assurance Consultants**  
**S 33- Geotechnical Field Testing and Inspection Class**

Professional Transportation Bulletin 117 included a notice that S 33 is a required class for technicians performing soil tests on construction projects. This includes consultant personnel providing Construction Inspection or Quality Assurance Testing on Department projects. The Department will schedule sessions of this class after determining the demand. Below is a description of the class and sign-up information.

**Course Objectives**

The student will be able to do the following: 1. Determine the Standard Dry Density and Optimum Moisture content of soil or soil mix according to AASHTO T 99. 2. Determine in-place density in accordance with approved test procedures. 3. Select the correct soil curve by the use of a one-point proctor and/or textural classification of the soils. 4. Determine the moisture content of a soil by either laboratory or field methods. 5. Perform validity checks of the soils test results. 6. Report test results in accordance with departmental requirements.

**Prerequisites**

1. One year of college level technical training or six months experience, or consent of the course instructor;
2. High school math, including ability to calculate percentages.

**Course Length**

Two Days, including written examination.

**Cost**

There is no cost to consultants.

**Location**

District One, District Eight, and other locations determined by demand.

**Schedule**

As determined by demand; late fall, winter, and early spring.

**To Register**

Mail or Fax a note or e-mail Brad Risinger in the Technical Training Unit. For each proposed registrant, provide name, firm name, address, phone, FAX and e-mail. Please list multiple registrants in priority order, since seating in initial classes may be limited.

Brad Risinger  
IDOT- Technical Training Unit  
313 Hanley Building  
2300 S. Dirksen Parkway  
Springfield, IL 62764  
217 782-0128  
FAX 217 524-7260

RisingerBD@nt.dot.state.IL.US

## **“Special Notice Regarding Disadvantaged Business Enterprises”**

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm's letter must include a statement that it intends to subcontract the designated percent to a DBE.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT's Division of Highways' Bureau of Design and Environment (BDE). IDOT's Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.dot.state.il.us> under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE's Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

## **Notice of Availability of the English Survey Manager Database**

An updated English Survey Manager Database (idote.smd) is available on the IDOT web site. The location of this file is on the CADD Support Home Page under Geopak Files>Database Files.

### Highlight of changes:

A new category, Default Survey Codes, has been added to the hierarchical database structure. This category contains a 900 series of "default" point codes. The additions are as follows:

900-909	Default 2d point Level 1, Color 1 (blue), TH=7.5 TW=7.5 DTM Control – Not included
910-919	Default 3d point Level 1, Color 1 (blue), TH=7.5 TW=7.5 DTM Control – Not included
920-929	Default 2d string Level 1, Color 1 (blue), TH=7.5 TW=7.5 Linear Feature – Level 1, Color 1 (blue) DTM Control – Not included
930-939	Default 3d string Level 1, Color 1 (blue), TH=7.5 TW=7.5 Linear Feature – Level 1, Color 1 (blue) DTM Control – Include as Spot and Break

These additions have default symbologies with field comments enabled which will allow surveyors the ability to add miscellaneous point codes to the database. These point codes can then be manipulated while in the point edit or chain edit modes of Geopak.

An updated informational database in HTML format will also be available on the CADD Support Home Page under "Survey Point Code Descriptions". This is available in English and Metric formats. Also included in this group is a Readme file, which details the use for this information.

## **NOTICE OF TRAINING OPPORTUNITY**

### ***LAKELAND COLLEGE TRAINING COURSES***

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Marlene K. Browning  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938-9336  
Phone: (217) 234-5285  
Fax: (217) 234-5381 E-Mail: [idotqcqa@lakeland.cc.il.us](mailto:idotqcqa@lakeland.cc.il.us)  
Internet Homepage: <http://www.lakeland.cc.il.us/idotqcqa>

### ***NATIONAL HIGHWAY INSTITUTE (NHI) COURSES***

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<http://www.nhi.fhwa.dot.gov/default.asp>

**Notice  
Concerning  
Exhibits A and B  
Current Obligations  
Disclosure Forms A and B**

Please review the documents listed above and use the latest version when submitting a Statement of Interest for the Professional Transportation Bulletin.

The Exhibits, Current Obligations and Disclosure Forms are available as Word documents and may be downloaded from our web-site:

<http://www.dot.state.il.us/desenv/deform.html>

The bookmarks, listed in the bulletin, for the Exhibits, Current Obligations and Disclosure forms are also linked to the web-site.

The Word documents are labeled as follows:

Exhibits = **EXHAB**

Current Obligation Form = **CURRENT OBLIGATIONS**

Disclosure Forms = **DISC2**

## **NOTICE OF ELECTRONIC SIGNATURES**

In order for us to verify your scanned in signature (on cover letters, Exhibit A and Disclosure Forms A and B) we request that you complete the Signature Certification for Electronic Submittals form and submit it to us in **hard-copy** immediately. A signature certification form must be completed for each individual that will be signing any of the above mentioned documents. **If you have previously submitted your Signature Certification and no new individual will be signing the documents you are not required to re-submit the document.**

Send Submittal to:  
Illinois Department of Transportation  
Ms. Cheryl Cathey  
Bureau of Design and Environment  
Attn: Consultant Unit (Room 330)  
2300 South Dirksen Parkway  
Springfield, IL 62764

If you have questions, please contact me at or Carrie Kowalski at  
KOWALSKICL@nt.dot.state.il.us

<a href="#">Signature Certification for Electronic Submittal</a>
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## Signature Certification For Electronic Submittals

I certify that my electronically scanned-in signature appearing in future electronic Statements of Interest and associated documents submitted by our firm is authorized to be affixed by the person doing so and will be binding on the firm.

\_\_\_\_\_  
(Firm)                      (Signature)                      (Title)

STATE OF

COUNTY OF \_\_\_\_\_ I, \_\_\_\_\_

a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that

known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he/she) signed, sealed and delivered the said instrument as a free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notary Seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

NOTARY PUBLIC

## NOTICE FOR DOCUMENTATION OF CONTRACT QUANTITIES

Information regarding the Documentation of Contract Quantities can now be found on our web site ([www.dot.state.il.us](http://www.dot.state.il.us)) under Public Partners. The registration form, registration process and class format is available.

If you have questions regarding this class or the content on the web page, please email [cbctraining@nt.dot.state.il.us](mailto:cbctraining@nt.dot.state.il.us).

Notice  
Of Requirement For  
Illinois Department Of Human Rights (IDHR)  
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site [www.state.il.us/dhr/](http://www.state.il.us/dhr/) or may also be obtained by contacting:

DHR, Public Contracts Section  
Public Contracts Division  
100 W. Randolph,  
Suite 10-100  
Chicago, IL 60601

or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

**NOTICE**  
**Quality Assurance Testing / Complex Consultants**

This notice is important for consultants who are, or wish to be, prequalified in the Quality Assurance (QA) Testing category. The requirement for accreditation of QA Testing laboratories has been phased in over the last two years. QA Testing labs must be fully accredited to be considered for any new contracts or to renew prequalification.

Note: Neither prequalification nor accreditation is required for consultants working directly for contractors, performing Quality Control (QC) activities.

Synopsis of requirements:

- The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency sample programs. The Portland cement concrete (PCC) inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by the AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are scheduled to be in Illinois this year.
- The laboratory shall be accredited in all of the test procedures specified in Bureau of Materials and Physical Research (BMPR) Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design." The current policy (2001-01) can be found in the Manual of Test Procedures for Materials. An update is scheduled to be published soon and may be viewed or downloaded from the Department's Web site.
- Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density."

The description of the prequalification categories, the SEFC, and the BMPR Policy Memo may be viewed or downloaded from the IDOT Internet Site: <http://www.dot.state.il.us>

Information about the AAP accreditation and AMRL programs may be found on the AMRL Web Site: <http://patapsco.nist.gov/amrl/home/index.asp>

Information about the CCRL inspection and proficiency sample programs may be found on the CCRL Web Site: <http://www.bfrl.nist.gov/862/ccrl/front.htm>

Questions may be addressed to your District Materials Engineer or the Central Bureau of Materials and Physical Research.

# **Notice Construction Guides and Manuals - Memorandums**

The Department's Construction Guides, Manuals and Memorandum are available on our web-site at the following address: <http://www.dot.state.il.us/dobuisns.html>

The Division of Highways - Manuals Order Form is also available at the following address: <http://www.dot.state.il.us/desenv/orderform.html>